



King County
CONSTRUCTION MANAGEMENT IV
DEPARTMENT OF NATURAL RESOURCES & PARKS
WASTEWATER TREATMENT DIVISION
Hourly Salary Range: \$26.92 – \$37.94
Job Announcement: 05EM5611
OPEN: 11/9/05 CLOSE: 12/5/05 (extended)

WHO MAY APPLY: This position is open to all qualified applicants. There are currently two positions available. Applicants from this recruitment may be considered for other vacancies as they occur.

WHERE TO APPLY: The King County application can be downloaded from the Internet at <http://www.metrokc.gov/ohrm/jobs>. Send required forms and materials to: **Wastewater Treatment Division - Human Resources, 201 S. Jackson St., MS KSC-NR-0511, Seattle, WA 98104**.

PLEASE NOTE: Applications not received at the location specified above may not be processed. Applications materials must be *received* by 4:30 p.m. on the closing date. Contact Kathy Loland at (206) 684-1464 for further inquiries.

FORMS AND MATERIALS REQUIRED: A [King County data and application form](#), resume and letter of qualification detailing your background and describing how your education and experience meet or exceed the requirements of the job functions.

WORK LOCATION: King Street Center, 201 S. Jackson Street, Seattle, Washington. This position is in the Major Capital Improvement Section and matrixed to the Asset Management Section.

WORK SCHEDULE: This position is overtime eligible, with a 40-hour work week, Monday through Friday.

PRIMARY JOB FUNCTIONS:

1. Develop work plans, schedules and budgets for execution of designs related to wastewater projects. Review consultant plans and specifications to ensure conformity to agency specifications and requirements.
2. Develop scope, schedule, budget and priorities for projects in the Asset Management Section supporting wastewater treatment facilities. Manage assigned projects from predesign through construction via in-house engineering or consultant resources and advertised construction contracts.
3. Coordinate with other Project Representatives and assigned Inspectors to administer the construction phase of all construction contracts.
4. Prepare public works and procurement contract documents for legal bidding and consultant solicitation as required to implement assigned projects. Attend coordination and design kick-off meetings as required.
5. Review contract document, or design packages as prepared by other project managers for wastewater facilities.
6. Report on status of all assigned projects and continually maintain knowledge of all assigned projects.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

QUALIFICATIONS:

- A bachelor's degree in engineering or related field or the equivalent combination of education and experience and six (6) years of professional engineering experience that includes three years of field inspection duties.
- A thorough knowledge of current engineering principles and practices as well as familiarity with relevant regulatory laws, ordinances, and codes.
- Knowledge of modern construction practices, methods, materials and equipment.
- Good communication skills are required to secure compliance with construction contracts.

NECESSARY SPECIAL REQUIREMENTS:

- Work experience that demonstrates knowledge and application of project management techniques.
- Working knowledge of King County contracting, procurement and project management policies and procedures for consultant and construction contracts.
- Demonstrated ability to communicate clearly and effectively orally and in writing
- Demonstrated ability to work with a diverse group of individuals from a matrixed organization including operation and maintenance staff, engineering, project management, construction management, project control and administrative support.
- Experience in managing multiple small projects simultaneously, including the ability to track and monitor project scopes, schedule and budget for approximately 75 projects.
- Working knowledge of Word for Windows, Excel, Email, File Maker and the Internet.
- A valid Washington State Driver's License or out of state equivalent is required.

HIGHLY DESIRED: Experience working in, and knowledge of, wastewater treatment and conveyance facilities and a strong background or knowledge of the operation and maintenance of wastewater treatment facilities.

PHYSICAL REQUIREMENTS: Some physical skill and effort is required to perform site condition assessments and inspections.

UNION MEMBERSHIP: This position is represented by the Technical Employee's Association (TEA).

CLASS CODE: 401202